

Los Alamos
NATIONAL LABORATORY
memorandum

*Security and Safeguards Division
S-6, Information and Personnel Security Group*

*To/Ms: Master Management and Administrative Support
From/Ms: Larry Freestone, S-6, MS G733
Phone/FAX: 7-5897/5-5566
Symbol: S6-98-39
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**SUBJECT: CHANGES IN SEVERAL PROTECTIVE FORCE PROCEDURES FOR
SECURITY BADGES**

Effective October 26, 1998, two changes to Protective Force procedures will be made regarding security badges. These changes will be reflected in an updating of PTLA's General Security Order (GSO) 06.

Changes include:

1. If a badge is determined to be unacceptable for access into a security area, the security officer will physically invalidate the badge by punching a hole in the magnetic stripe and another hole in the picture. Examples of situations when this would be done include alteration, severe damage, change of facial appearance so substantial that the picture cannot be matched with the badge holder, or reasonable suspicion that the badge displayed does not belong to the individual bearing it. Depending on the circumstances, as defined in the Protective Force orders, the security officer will either confiscate the badge or return it to the badge holder with instructions to return to the Badge Office to obtain a new badge.
2. The protective force will no longer issue temporary badges outside of normal business hours to non-PTLA personnel. Individuals are reminded to bring their security badge with them when working on Laboratory property after normal business hours.

Badges will be punched, as described in paragraph 1. above, in several other circumstances:

1. When surrendering the badge to the S-6 Personnel Security Team at the time of either terminating work at the Laboratory or if a clearance becomes inactive (as a result of suspension, revocation, downgrading, etc.).
2. When terminating employment with a Laboratory subcontractor in order to transfer to another subcontractor or to UC employment status. The losing subcontracting security officer, or designated representative, will punch the badge and return it to the individual to ensure that a different badge is issued under the auspices of the new employer.

We request the cooperation of all members of the Laboratory community. Questions and comments may be directed to the Badge Office at badge@lanl.gov or 667-6901.

Cy: S-6 File